



Important Changes to Annual Reporting Forms: 2008 Reporting Season

When completing your Natural Gas STAR Annual Report—whether online, in hardcopy, or using a custom format—please notice that several changes have been made for the 2008 reporting season. Below is a list of the changes to the reporting forms of which domestic *and* international partners should be aware:

- **DIRECTED INSPECTION AND MAINTENANCE ACTIVITIES FOR EACH FACILITY**

For all directed inspection and maintenance (DI&M) activities, partners should report their emission reductions at the **facility**

level rather than aggregating data across multiple facilities and reporting that data as a whole. *For each DI&M activity reported, submit a separate form indicating the facility at which the activity was undertaken and the related emission reductions.* For example: if you have implemented a DI&M activity, such as DI&M at compressor stations, at facilities A and B, you will need to submit one page with information on DI&M at compressor stations at facility A and a second page on DI&M at compressor stations at facility B. Please notify your Natural Gas STAR Representative if this new format creates a significant additional reporting burden for your company.

BMP 1: Directed inspection and maintenance at gate stations and surface facilities	
Current Year Activities	
A. Facility/location identifier information: <small>(Note: Each facility requires its own reporting form)</small>	

- **SUNSET DATES**

Because the implementation of certain technologies and practices reduces emissions for multiple years, Natural Gas STAR allows these to count toward a company's emission reductions beyond the initial year of implementation. Natural Gas STAR designates the maximum length of time that these reductions can accrue as "sunset dates."

Essentially, partners have the option to report reductions once for the implementation year, and have EPA automatically apply the sunset date and count those emissions for the allowable number of years, or alternatively, companies can report the corresponding methane emission reductions on an annual basis up to the allowable sunset date. Information regarding emission reduction technologies and practices and the corresponding sunset dates is contained in an appendix to the Annual Reporting Forms and in a fact sheet included in this package. For example: a technology or practice implemented in 2007 can accrue emission reductions into the future. *As seen in the textbox example here, partners need to check off the appropriate boxes indicating whether the emission reductions are for one year or multiple years. If the emission reductions are for multiple years, partners should mark whether they will allow EPA to apply the sunset date or if they will report the activity on an annual basis up to the allowable sunset date.*

E. Are emissions reductions a one-year reduction or a multi-year reduction? <input type="checkbox"/> One-year <input type="checkbox"/> Multi-year
If Multi-year:
<input type="checkbox"/> Partner will report this activity once and let EPA automatically calculate future emission reductions based on sunset date duration*.
<input type="checkbox"/> Partner will report this activity annually.

- **TRANSMISSION & DISTRIBUTION ON SEPARATE FORMS**

The Transmission and Distribution sectors have been separated into two reporting forms. The BMPs for each sector remain the same; now they are separated out into distinct forms for each sector.

Please note, that the EPA Natural Gas STAR Program Managers and Service Representatives are available to provide reporting assistance at any time. To view a list of Natural Gas STAR partners and the corresponding Program Managers and Service Representatives, please visit: epa.gov/gasstar/partners/service-reps.html.